



ARTS COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional and administrative duties involved in the implementation, coordination and operation of the city's Cultural Services Divisions programs, services and facilities.

Supervision Received and Exercised:

Receives general direction from Cultural Services supervisory and management staff.

Exercises direct supervision over paraprofessional, technical, contract and volunteer Cultural Services staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assess the needs and desires of the community as they relate to the programs, services and facilities of the Cultural Services Division.
- Assist in the preparation of program marketing materials, including news releases, flyers and brochures.
- Respond to inquiries from the public regarding programs, services and facilities of the Cultural Services Division.
- Assist in the process to recruit, hire, train, schedule, oversee and evaluate staff and volunteers associated with the delivery of programs and services and the operation of facilities of the Cultural Services Division.
- Participate in the budget process and monitor expenses.

Effective July 1989

Revised January 1999

Revised July 2005

Revised November 2005 (title change)

Revised February 2006

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- Contribute to the development of a healthy work environment, exhibit an employee and citizen focus, and take initiative to solve problems.
- Perform related duties as assigned.

When assigned to Tempe Center for the Arts Patron and Client Services:

- Control and monitor the customer and client contact aspect of facility event coordination for the Tempe Center for the Arts.
- Coordinate activities including patron services, box office operations, volunteer program and front of house operations.
- Assist in the implementation of Tempe Center for the Arts policies and procedures.
- Coordinate and schedule programs, activities and special events related to the Tempe Center for the Arts.
- Perform and coordinate tasks including booking, contracting, and detailing of space usage by clients. Communicate and document detailed rental and contractual obligations such as deposits, payment schedules, insurance requirements and in-house services to clients. Assist prospective clients with regard to space availability and suitability for various events.
- Participate in the budget process and monitor expenses related to front of house operations and patron/client services at the Tempe Center for the Arts.
- Coordinate Americans with Disabilities Act (ADA) requirements pertaining to front of house operations. Assure adherence to fire and safety procedures in assigned areas.
- Respond verbally and in writing to complaints and credits from the public and clients.

When assigned to Tempe Center for the Arts Gallery:

- Coordinate gallery and exhibitions needs for the Tempe Center for the Arts and exhibition satellite locations included in the Cultural Services Exhibitions Program.
- Curate and/or coordinate curatorial services for exhibitions in the Cultural Services Exhibitions Program.

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- Coordinate activities including, but not limited to, docent services, gallery operations, installations, de-installations, exhibit schedules, and other gallery activities.
- Implement policies and procedures as pertaining to the Cultural Services Exhibitions Program and the Tempe Center for the Arts gallery.
- Coordinate and schedule programs, exhibits, activities and special events related to the Tempe Center for the Arts gallery and exhibition satellite locations included in the Cultural Services Exhibitions Program.
- Perform and coordinate tasks, including, but not limited to, contracting, contract administration, and record keeping associated with maintenance and restoration of artworks within city of Tempe collection, incoming and outgoing loan of artworks, purchase of artworks, placement and inventory of city-owned and on-loan artworks, and procurement of visual arts exhibits.
- Participate in the budget process and monitor expenses related to the Cultural Services Exhibitions Program.
- Coordinate Americans with Disabilities Act (ADA) requirements pertaining to gallery operations. Assure adherence to fire and safety procedures in assigned areas.
- Respond verbally and in writing to complaints and credits from the public and clients.

When assigned to Tempe Center for the Arts Production Coordination:

- Coordinate and oversee production needs of all events in the Tempe Center for the Arts (TCA). Oversee function spaces within TCA and serve as site manager during events.
- Advise on technical production needs of booked and/or prospective events. Review technical needs and riders of prospective clients.
- Schedule, coordinate, oversee and evaluate TCA production staff and other regular and temporary production personnel.
- Ensure operational readiness of all performance systems and equipment. Perform and/or coordinate regular maintenance and safety inspections of all theatrical systems and equipment. Perform and/or coordinate periodic building safety inspections. Serve as the TCA Safety Officer.

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- Confer with incoming user organization(s) (clients) to clarify and coordinate production and personnel needs. Assure all pre-event preparations are completed to satisfaction in a timely manner.
- Develop, maintain and supervise training/certification program for all personnel who install, manipulate and operate performance systems equipment and other equipment. Provide training and ongoing oversight of safe working practices.
- Prepare reports such as event evaluations, industrial injury summaries, incident reports, event expenditure reports or other reports as necessary.
- Develop and maintain production area records including, but not limited to, equipment inventory, equipment manuals and documents, warranty information, maintenance and repair logs, equipment rental agreements, service contracts, personnel event records, billing information.
- Participate in the budget process and monitor expenses related to production activities at the Tempe Center for the Arts.
- Coordinate selected custodial tasks with building maintenance staff. Perform some minor building repairs.

When assigned to Arts Instructional Program:

- Coordinate and oversee the city of Tempe Arts Instructional Program.
- Organize, schedule and implement instructional and cultural programs, activities, and special events for youth and adults.
- Negotiate and administer contracts with arts instructors, dance and theater groups for community performances and arts instructional services.
- Oversee and secure equipment and supplies for the Arts Instructional Program.
- Coordinate and monitor expenses for the Arts Instructional Program.
- Participate in the development and implementation of the policies and procedures relating to the Arts Instructional Program.
- Maintain records and develop reports for programs and program effectiveness; maintain records for registration and fees collected; maintain and file accident reports; prepare statistical reports as required for the Arts Instructional Program.

When assigned to Public Art Program:

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Revised November 2005 (title change)
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- Coordinate and oversee the city of Tempe Public Art and Art in Private Development Programs.
- Coordinate the process for selecting artists for commissioned projects including writing and distributing RFQ/RFPs and coordinating selection panels and public presentations of proposals.
- Negotiate and administer contracts with artists for the purchase of artwork and commissioning of public art.
- Serve as staff liaison with other city departments through design development and review of projects which include a public art element.
- Oversee on-site art installations and execute routine site visits.
- Develop and implement service contracts for the maintenance and conservation of public art owned by the city.
- May coordinate with private individuals and/or nonprofit organizations for the receipt of donated artwork.
- May apply for and administer state and/or regional grants related to public art.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

When assigned to Tempe Center for the Arts Patron and Client Services:

Experience:

Equivalent to three years of full-time work experience assisting in the management and/or operation of a performing arts facility or similar venue. Applicable experience may include front of house operations, box office operations, catering services, and/or house management.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in theater, theatrical production, arts management or a related field.

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When assigned to Tempe Center for the Arts Gallery:

Experience:

Equivalent to three years of full-time experience assisting in the management, operation and/or programming of visual arts facility, visual arts program, or a related application.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in art history, fine arts, humanities or a related field.

When assigned to Tempe Center for the Arts Production Coordination:

Experience:

Equivalent to three years of full-time work experience in technical direction and/or production management in a multi-venue performing arts facility or similar venue or application. Applicable experience may include lighting and audio implementation and execution, touring technical management, and/or theatrical production organization.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in theatrical production, technical direction, production management or a related field.

When assigned to Arts Instructional Program:

Experience:

Equivalent to three years of full-time experience in the organization, coordination and implementation of arts instructional classes and/or workshops or related arts programs.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in art history, fine arts, humanities, education, recreation or a related field.

When assigned to Public Art Program:

Experience:

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Equivalent to three years of full-time experience in the organization, coordination and implementation of public art programs, cultural arts or visual arts programs.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in art history, fine arts, humanities, education or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0800

FLSA: Exempt